

«COMPANY LETTERHEAD»

«Date»

To whom it may concern:

The purpose of this letter is to inform residents in the area surrounding «Location» of ongoing construction activity scheduled for «Work_Timeframe». As part of an ongoing project, «Company_Name» will have a «Reason_for_Variance»

«Company_Name» is working to comply with Noise Variance procedures as required by the City of Long Beach Health Department's Noise Control Program, including notifying the surrounding neighborhood of the project. All mitigating efforts will be followed to reduce the noise impact to the community. Efforts such as using less noisy equipment and locating equipment as far from residences as possible will be implemented.

If you have any questions or noise concerns, please contact «Company_Project Manager» at «Company_Contact Number». Should you have any questions regarding the Noise Variance procedures and/or the Noise Control Program, you may call the City of Long Beach Noise Control Program at (562) 570-4126.

«Company_Project Manager», Project Manager: «Company_Contact Number»
«Company_Project Superintendent» Project Superintendent: «Company_Contact Number_2»

Sincerely,

«Company_Name»
«Company_Address»
«City», «State» «ZIP_Code»
«Phone»
«Email»

NOISE VARIANCE APPLICATION

Example of Distribution Map & List



No. House	Address	City	Zip Code	File Control
100	100 Ocean Avenue	Long Beach, CA	90802	
101	101 Ocean Avenue	Long Beach, CA	90802	
102	102 Ocean Avenue	Long Beach, CA	90802	
103	103 Ocean Avenue	Long Beach, CA	90802	
104	104 Ocean Avenue	Long Beach, CA	90802	
105	105 Ocean Avenue	Long Beach, CA	90802	
106	106 Ocean Avenue	Long Beach, CA	90802	
107	107 Ocean Avenue	Long Beach, CA	90802	
108	108 Ocean Avenue	Long Beach, CA	90802	
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115	115 Ocean Avenue	Long Beach, CA	90802	
116	116 Ocean Avenue	Long Beach, CA	90802	
117	117 Ocean Avenue	Long Beach, CA	90802	
118	118 Ocean Avenue	Long Beach, CA	90802	
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122	122 Ocean Avenue	Long Beach, CA	90802	
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124	124 Ocean Avenue	Long Beach, CA	90802	
125	125 Ocean Avenue	Long Beach, CA	90802	
126	126 Ocean Avenue	Long Beach, CA	90802	
127	127 Ocean Avenue	Long Beach, CA	90802	
128	128 Ocean Avenue	Long Beach, CA	90802	
129	129 Ocean Avenue	Long Beach, CA	90802	
130	130 Ocean Avenue	Long Beach, CA	90802	
131	131 Ocean Avenue	Long Beach, CA	90802	
132	132 Ocean Avenue	Long Beach, CA	90802	
133	133 Ocean Avenue	Long Beach, CA	90802	
134	134 Ocean Avenue	Long Beach, CA	90802	
135	135 Ocean Avenue	Long Beach, CA	90802	
136	136 Ocean Avenue	Long Beach, CA	90802	
137	137 Ocean Avenue	Long Beach, CA	90802	
138	138 Ocean Avenue	Long Beach, CA	90802	
139	139 Ocean Avenue	Long Beach, CA	90802	
140	140 Ocean Avenue	Long Beach, CA	90802	
141	141 Ocean Avenue	Long Beach, CA	90802	
142	142 Ocean Avenue	Long Beach, CA	90802	
143	143 Ocean Avenue	Long Beach, CA	90802	
144	144 Ocean Avenue	Long Beach, CA	90802	
145	145 Ocean Avenue	Long Beach, CA	90802	
146	146 Ocean Avenue	Long Beach, CA	90802	
147	147 Ocean Avenue	Long Beach, CA	90802	
148	148 Ocean Avenue	Long Beach, CA	90802	
149	149 Ocean Avenue	Long Beach, CA	90802	
150	150 Ocean Avenue	Long Beach, CA	90802	